

CABINET MEETING MINUTES

November 04, 2025, at 8:00 a.m. – 12:00 p.m.

TTC Boardroom

Members Present: Alexander, Batson, Bergan, Dunneback, Eagan, Hilliard, Lueth, Reynolds, Snead, Siebers, Washington, and Washington

Members Absent: (None)

1. The October 21, 2025, meeting minutes were approved with corrections presented
2. Aaron Snead presented an update to the IT Master Plan & Cybersecurity Plan
3. Brian Lueth and Aaron Hilliard lead a continuation of the training and development discussion
4. Dannie Alexander led a first read-through of the Anti-Hazing policy
5. Aaron Hilliard led a first read-through of the KVCC Immigration and Visa Sponsorship policy
6. Standing Items:
 - a. Higher Learning Commission Discussion (Paige Eagan)
 - i. Work on Drafts ongoing
 - ii. Winter Summit 2026 plan discussion
 - iii. Mock visit planning
 - b. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)
 - i. None at this time
 - c. Security & Safety Discussion (Dannie Alexander)
 - i. All area leader training has been completed
 - ii. KVFocus safety communications updated for the coming year
 - d. Artificial Intelligence (AI) (Paige Eagan and Aaron Snead)
 - i. Strategic Steering Committee meeting to meet asap
 - ii. Please identify people to be initial trainees
 - e. Grants/ Institutional Review Board Update (Elizabeth Washington)
 - i. Please see the handout
 - f. Travel Authorizations
 - i. Nkenge Bergan and Dannie Alexander attended the LAKIN Institute in Detroit, MI from October 5-10, 2025

- ii. Sean Gordon attended the International Association of Chiefs of Police (IACP) in Denver, CO from October 18-21, 2025
- iii. Paige Eagan, Mark Dunneback, Philipp Jonas, Valerie Bustillos, Kelly Naatjes, Louis Thomas, Bethann Talsma, and Joe Wagner to attend the ATD Shortened Academic Terms Kick-Off Meeting in Arlington, VA from November 9-12, 2025
- iv. Amy Buskirk and Jeff Sobolswski to attend the School Nutrition Association of Michigan Conference in Battle Creek, MI from November 6-8, 2025
- v. Rosie Florian, Ryan Sink, Allyson Jobe, Hyunji Kim to attend the School Nutrition Association of Michigan Conference in Battle Creek, MI on November 7, 2025
- vi. Staff and Administrator Fund Approved Activities – Submitted for Consideration
 - 1. Maddie Isch to attend Community Violence Intervention Program Planning Retreat in Chicago, IL, November 9-11, 2025

g. Personnel Updates as of October 29, 2025

New Hires

Dennis Waters, Instructional Manager, effective 12-3-25

Sonya Hollins, Alumni Relations Coordinator, effective 11-17-25

Transfer

Eliseo Gueraa, from Computer Lab Assistant to Computer Support Technician, effective 10-27-25

Elizabeth Washington, from Interim Associate Vice President for Collaboration Compliance & Analytics to Associate Vice President for Collaboration Compliance & Analytics & Chief of Staff, effective 11-1-25

Resignations

Dustin Gordon, Network Analyst, effective 10-23-25

Allison Lay, Office Manager, effective 11-3-25

FT Currently Posted/Active Positions

Patient Care Academy Instructor

Academic Development & Instructional Technology Analyst

Associate Director of Energy & Construction Career Training

Dental Hygiene Program Director

Machine Tool Lab Manager

Associate Director of Marketing

Instructional Computing & Media Services Manager

IT Support Analyst

Academic & Career Pathway Advisor

Associate Dean for Student Records Registration & Youth Pipelines

Senior Office Specialist – Dental Hygiene Program

Office Manager

Curriculum Operations Manager

Lead Student Financial Services Representative
Director of Early Middle College Dual Enrollment & Youth Pipelines
Youth Pipelines & Dual Enrollment Coordinator

Position Justification Forms

Associate Dean for Student Records Registration & Youth Pipelines
Office Manager
Curriculum Operations Manager
Director of Early Middle College Dual Enrollment & Youth Pipelines
Youth Pipelines & Dual Enrollment Coordinator
Security Officer
Food Hub Flex Technician

7. Announcements and Updates

- a. Open Enrollment: Currently underway.
- b. Capital Request Form: Now live; submissions are due January 15, 2026.
- c. IT Update: Provided staffing and coverage updates.
- d. Achieving the Dream: In-person coaching visit scheduled for November 13–14, 2025.
- e. MCCA Updates:
 - i. Focus on the book *More Essential Than Ever*.
 - ii. Launching new “Communities of Practice,” beginning with Health Careers.
 - iii. Labor Market Dashboard is now live.
- f. Veterans Recognition: KVCC has once again achieved Gold Status, maintaining this distinction since 2019.
- g. Board Presentation Schedule: Updates have been shared.
- h. PromiseNet Dinner: Upcoming engagement noted.
- i. Ministry with Community: Hosting the annual Underwear Party event.